

1964

May 25, 1964

The Athens-Clarke County Library Board met at the Regional Library on Monday, May 25, 1964 at 5 p.m.

Members present were: Mrs. F.H. Mendenhall, Miss Natalie Bocock, Mrs. J.B. Neighbors, Mrs. Carlton James, Richard Bloodworth, Marvin Perry, Thomas H. Wilner, Jr., Troutman Wilson. Also present was Sarah Maret.

Chairman Mendenhall called the meeting to order.

Minutes of the last meeting were read and approved.

A wire which had been sent to Senator Richard Russell on May 14 by Troutman Wilson was read. The contents were "We appreciate your past support of the Library Services and Construction Act and ask you to use your influence for a Senate amendment to HEW Appropriations Bill (HR 10809) to include \$55,000,000 as recommended by President Johnson to implement the act for fiscal 1965." Sen. Russell's reply on May 15 was, "Will give particular consideration to budget to implement Library Services and Construction Act as we progress with our work on the new appropriation bill. Signed: Dick Russell

Mr. Wilson reported that he had written to Congressman Robert G. Stephens, Jr. asking that the present post office be considered as quarters for the Regional Library, when and if the post office gets a new building. He reported that he had talked with Mr. Stephens when he was in town and was told that no definite plans had been made for a new building for the post office.

Committee reports were called for. Mr. Perry, chairman of the Constitution revision committee cited several changes which needed to be made in the Constitution and said he would present the changes at the next meeting to be voted on.

The Personnel Committee composed of Richard Bloodworth, chairman and Miss Bocock were authorized to employ any persons necessary for the staff.

Mrs. Neighbors, Chairman of the Grounds Committee reported that she was meeting with Mr. Callicut and a member of the Junior Ladies Garden Club on May 26 to discuss plans for the garden. Several suggestions were made to beautify the garden.

It was noted that the following board members terms are due to expire on June 6, 1964. Judge Arthur Oldham, Mrs. Mendenhall, Mrs. Robert Stephens, Marvin Perry, Mrs. J.B. Neighbors and Uly Gunn. Mr. Bloodworth moved that these members be recommended for reappointment to the library board. Mr. Wilson seconded motion. Motion carried. It was suggested that Mr. Wilson write to the appointing authorities.

A request from the Boland Bonded Pest Control Company to give monthly pest control service to the library was turned over to the Building Committee for action.

The purchase of an air-conditioning unit for the circulation room on the main floor was discussed. Mr. Wilson moved that bids be sought from several firms and that the building committee be authorized to purchase the unit best fitted to the library's needs. Motion seconded by Mr. Bloodworth. Motion carried.

The Director reported that she had received a request for a pay raise from a staff member. She reported that the request came as a result to the City's 5% raise granted to city employees the first of the year. It was moved by Mr. Wilson that the Director present concrete recommendations as to who would get raises and the amount involved and present these recommendations to a committee composed of the chairman, the treasurer and the personnel committee for study and appropriate action. Mr. Milner seconded motion. Motion carried.

Miss Maret reported that she had written a history of the Regional Library at the request of the State Department of Education. She read a short portion of the history.

There was no other business. Meeting was adjourned.

Laurie E. Grant
Secretary

September 18, 1964

The Athens Regional Library Board met at the Regional Library on Friday, September 18, 1964 at 5 p.m.

The following members were present: Clarke County, Mrs. F.H. Mendenhall, Richard Bloodworth, Mrs. Frank Dudley, Mrs. R.G. Stephens, Jr., Mrs. J.B. Neighbors, Mrs. Carlton James and Miss Natalie Bocoock. Oconee County, Mrs. Hussey Downs, Mrs. James Bishop, Mrs. Alvin Saxon, Mrs. Roland Harris and Herman Michael. Oglethorpe County, Mrs. W.G. Callaway and Hamilton McWhorter. Madison County, Mrs. Calvin Langford and Mrs. Hiram Whitehead. Miss Sarah Maret was also present.

The Chairman, Mrs. Mendenhall, called the meeting to order and welcomed the members who then were asked to introduce themselves.

A communication from Miss Lucile Nix of the State Department of Education was read. This communication stated that the Health Education Welfare Appropriation Bill with a total of \$55 million dollars allocated for the Library Services and Construction Act passed both the House and the Senate on September 3 and that Georgia's allotment from the funds for 1964-65 would be \$639,185 for construction and \$527,841 for services.

A communication from Francis Keppel, U.S. Commissioner of Education, regarding application of non-discrimination requirements of the Civil Rights Act of 1964 to projects assisted by Federal Funds, was read.

A copy of the Georgia Plan for Use of Federal Funds under Title 11 Library Services and Construction Act as was drawn up by the state library authorities was distributed to each board member and is attached hereto. This plan was read in its entirety and a number of questions arose.

Miss Maret reported that a meeting had been called for October 14 in Decatur of all Library Directors in the State and that the purpose of the meeting was to plan for the application of library systems for the grants and also to plan for the use of the additional funds which were being made available under the services section of the Act.

Interest in submitting applications for grants was expressed by the members present.

Reporters were given on the work done for securing better facilities in the several counties by the members present. Oglethorpe, Madison and Oconee County representatives said they already had a site upon which to build.

It was moved by Mr. Bloodworth that a consultant be invited to the Athens area to confer with a committee composed of one representative from each county in the region regarding the necessary procedure for making applications for the grants. Motion seconded by Mr. McWhorter. Motion carried. A copy of the application blank to be used in applying for a Federal Construction Grant was given to one representative from each county.

It was suggested by Chairman Mendenhall that the Board might like to hold their meetings in the different counties of the region. This suggestion met with approval of those present. Mrs. Downs invited the Board to meet in Oconee County for its next meeting and suggested that it be held in November. Miss Maret said that since we did not wish to have the meetings become a burden she recommended that we refrain from serving refreshments. There was no other business. Meeting adjourned.

Sarah E. Maret
Secretary

Georgia Plan
for
Use of Federal Funds
Under Title II
Library Services and Construction Act

I. General Policies and Objectives

Federal aid in Georgia will be used to strengthen county and regional public library systems. Adequate housing is very important, and so also are many other factors affecting the quantity and quality of library services rendered to the citizens in the area to be served. Evidence of the willingness of communities to strengthen the total library organization, increase the annual operating budget, enlarge and improve the library's holdings of materials, the number and quality of the library staff, and the extension and improvement of library services will all be considered in the awarding of construction grants.

Under the new Library Services and Construction Act, the state of Georgia is expected to receive under Title II (Construction) approximately \$639,185.00 for each of the next two years - 1964-1965 and 1965-1966. This is not enough money to provide adequate library buildings in the state, but with careful planning these funds will be of inestimable assistance. It is hoped that the funds will be continued after the two-year period and until such time as all public libraries throughout the state have adequate and functional buildings for modern library service.

II. Eligibility for Construction Grants

- A. Grants for construction will be made only to:
 - 1. Regional public library systems
 - 2. County public library systems
- B. Library systems must have qualified in the last fiscal year for all other state and Federal library funds for which they were eligible.
- C. Grants will be made only to those public library systems that may be said to be inadequately housed at the time of the application. School and college libraries will not be eligible for grants.
- D. In order to become eligible for a grant the municipality or county or its officially designated board of library trustees must be ready to match dollar per dollar the Federal grant for construction, equipment and/or furniture for the project. No grant will exceed \$125,000.00.
- E. Library systems must already show clear title to a strategic and suitable site which meets the criteria as set up in the professional library literature.
- F. Local money spent on the proposed project prior to the date on which the project is approved may not be counted as part of the matching funds.

III. Standards for Measuring Adequacy

A. The Interim Standards for Small Public Libraries: Guidelines Toward Achieving the Goals of Public Library Service, prepared and published by the Public Library Association, a division of the American Library Association, Chicago, 1962, shall be used to determine the adequacy of facilities and services in municipalities serving as headquarters for county or regional library service and having a population of less than 50,000 people.

B. Public Library Service, A Guide to Evaluation with Minimum Standards, prepared by the Coordinating Committee on the Revision of Public Library Standards, Public Library Division, American Library Association, Chicago, 1956, shall be used to determine the adequacy of facilities and services in municipalities serving as headquarters for county-wide or regional library service, and having a population of 50,000 or more people.

IV. Priorities

A. First priority will be given to regional library system headquarters building projects.

B. Second priority will be given to county headquarters buildings projects in single county systems.

C. Third priority will be given to county headquarters building projects for counties that are participating units of regional library systems.

D. Fourth priority will be given to branch library building projects (1) in regional systems and (2) in county systems.

V. Size and Types of Grants

A. Grants may be used to construct a new library building or to remodel an old building. Funds cannot be used for purchase of an old building to be converted for library use (with the exception of surplus Post Office Buildings that are suitably located and adaptable for library purposes), or for the construction of a library in a multi-purpose building. Funds cannot be used to purchase site.

B. The following grants will be available:

3 Grants up to \$125,000 each
1 Grant up to 75,000
2 Grants up to 50,000 each
1 Grant up to 30,000
2 Grants up to 25,000
1 Grant up to 9,175
Other grants if funds are available.

VI. Applications for Grants

A. Time to submit applications:

September - November in 1964 and July - September in 1965
January - March of each fiscal year

B. All applications must be made on forms provided for this purpose and must bear the signatures of the responsible officials and the library director.

C. Applications for grants must be accompanied by:

1. A program statement covering objectives, activities and physical requirements for the building that is to be constructed or renovated, based on a careful self-study or study made by a qualified consultant.
2. Proof of clear title to a site which meets the criteria for library building location as set up in the professional library literature.
3. A preliminary plan, developed by a registered architect, for the project including front, rear and side elevations and floor plan for each level to be constructed or renovated.
4. A detailed estimate of the cost of construction, furniture, equipment, and necessary fees.
5. Evidence that the tax supporting agencies are willing and prepared to provide the funds necessary to maintain, operate, and staff the facility being constructed.
6. A written statement that a registered architect will be employed to plan and supervise any construction or renovation project for which a grant is made.
7. A written statement that the library director and building committee of the library board of trustees have approved or will approve all plans for construction, equipment and/or furniture for the project.
8. Written assurance that the contract for construction of the project will be awarded only to contractors or subcontractors who promise to pay wages to all laborers and mechanics employed at rates not less than those prevailing on similar construction in the locality as determined by the U.S. Secretary of Labor in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 76a - 276c -5) and shall pay overtime compensation in accordance with and subject to the provisions of the Contract Work Standards Act (40 U.S.C. 327-330) and that such contractors and subcontractors shall comply with the provisions of 20 CFR 5.5 (a) and (c) (see 29 F.R. 100, 101).
9. Written assurance that all buildings constructed or renovated with grant funds will continue to be used for public library purposes unless their use for another purpose is approved by the State Department of Education.
10. Agreement by designated library officials that public library services in the new or renovated library will be free to all residents of the area served by the library.

VII. Review and Approval of the Projects

A. Review

1. All applications will be reviewed and grants made in the order in which the applications, accompanied by the requisite plans, programs, and other information are received in the state agency office.

2. Applications will be reviewed and recommended for approval by the Chief Library Consultant, other members of the professional state agency staff, and a committee of professional librarians selected from throughout the state on the basis of their special knowledge, experience, and competencies in this area. Members of the professional committee shall be selected from a list of names submitted by the Director of the Division of Administrative Services and the Chief Library Consultant to the State Superintendent of Schools, who will make recommendations for appointment by the State Board of Education. Committee members will be compensated for services and travel expense on the same basis as the professional library and textbook committee members who recommend materials for state lists.

3. State agency staff members and/or members of the committee may find it necessary to review projects and plans on location before recommendation for final approval by the State Board of Education.

B. Final Approval

1. Final approval of a project will be made by the State Board of Education on the basis of the library staff and committee recommendations.

2. No grant will be made until the construction plans have been approved.

3. Actual construction must begin within 120 days of the final approval.

4. State consultants must be consulted at least once a month during the period of the project.

5. Grants will be made on the basis of a cost estimate submitted with the application. Once the dollar amount is established, the state will not be obligated to increase the size of the grant.

VIII. Reports, Audits, and Payments

A. Reports

1. Periodic reports by the library on finances and progress on the project shall be made regularly to the state library agency on forms provided by the agency.

2. Regular payroll reports by the construction company will be necessary and as required under the Federal regulations.

B. Audits

1. A Certified Public Accountant shall be engaged locally to make regular audit of project accounts.

C. Payment

1. The Federal grants will be paid to the grantee quarterly upon application, the first payment to be made at the end of the first quarter after construction on the project begins.

2. Requests for payment must be made one quarter in advance.

3. 10% of the total grant will be withheld until a Federal auditor has audited the accounts and given his approval of the final payment.

IX. Appeals

A. Applicants whose projects have not been approved may ask for further review by the state agency staff and the professional committee.

B. Applicants whose projects have not been approved after a second review by staff and the professional committee may appeal to the State Board of Education.

C. Forms for making appeals will be provided by the state library agency.

December 10, 1964

The Athens-Clarke County Library Board met at the Regional Library on Thursday afternoon, December 10, 1964 at 5 o'clock, with the following members present: Mrs. F.H. Mendenhall, Mrs. Frank Dudley, W.W. Wier, M.B. Perry, Judge Arthur Oldham, Troutman Wilson, Thomas H. Milner, Jr. and Sarah E. Maret.

Mrs. Mendenhall, chairman, called the meeting to order. Minutes of the last meeting were read and approved as read.

Letters from Vice-chairman Wilson to Mayor Bishop of the City of Athens, and the David Firor, chairman of the Clarke County Commissioners, asking each group for an increase in the library's appropriation for 1965 were read. He requested \$15,000 per year from each. The current appropriation is \$13,100.

It was pointed out by Mr. Wilson that the operating costs of the Dunbar Branch Library exceeded its usefulness. After some discussion, it was moved by Mrs. Dudley that consideration be given to the consolidation of the Dunbar Branch with the main library with the idea of having one library serve all of the community. Motion was seconded by Mr. Wilson. Motion carried. Mr. Wilson pointed that a bond issue for the county should be forthcoming soon and that the library along with other needed county services would be voted on. The urgent need for the library is more space to house the growing book collection.

A communication from Miss Lucile Nix was read. She reported that \$5,000 will be made available to the library shortly from the Special State Fund, which comes as an additional grant from the Library Services and Construction Act.

It was reported that Miss "unn, children's librarian, had resigned as of November 30, 1964 and that Mrs. Martha Bryan, a former employee of the library, was working part-time on an hourly basis, but that ~~she would~~ ^{she was hoped} accept full time employment as a state-paid librarian soon. Mrs. Betty Paris is assisting in the Children's Department.

After some discussion about the collection of moisture in the basement and the resulting mildew and mold on the books housed there, it was suggested that plastic sheets be attached to the backs of the lower shelves to keep down the damage.

Miss Maret reported that the chimney on the west side of the building was in need of repair and that she had talked with a plasterer who had promised to repair it. Also she reported that she had employed a painter to repaint and re-letter the auto-book return.

Mr. Wilson moved that funds from the Special State Grant be used to purchase a heavy duty motor for the bookmobile, as it is felt that the present motor is inadequate to carry the heavy load now being carried by the bookmobile. Motion seconded by Mr. Wier. Motion carried.

Miss Maret told of an offer from Mr. Schretter of the University of Georgia to furnish student help for the library. This is a part of the President's poverty program, with the federal government paying 90% of the student's salary and the library paying 10%. The board agreed that we should participate when the program gets underway.

It was suggested that certain sections of the library should be painted in the spring.

The Constitution and By-Laws Committee with Mr. Parry as chairman, reported that he and Judge Oldham had reviewed the constitution and had made the necessary revisions to bring the document up to date. The changes were read. It was moved by Mr. Parry that the changes be accepted. Motion was seconded by Mr. Wilson. Motion carried.

The Grounds Committee report was given by Mrs. Dudley. She reported the completion of the east wall around the garden by the Junior Ladies Garden Club. A letter from Mrs. Mendenhall to the members of the Junior Ladies Garden Club, expressing appreciation for this work was read.

Mr. Wilson reported that he is still trying to get the county to pave the parking lot at the rear of the library building. The question of taking down the garage was discussed. Mr. Wilson said that the cost of removing the garage was too expensive, but he felt that the present structure should be repaired and painted.

The budget was presented by Mr. Milner, treasurer. It was moved by Mr. Wilson and seconded by Mr. Wier that the budget be adopted. Motion carried.

Mr. Wilson moved that a salary supplement be given to the staff for December and that up to \$900 be set aside for this purpose. Motion was seconded by Mr. Wier and carried.

Mr. Wilson moved that the library be closed for the Christmas holidays, December 24, 25, 26 and 27. Motion seconded by Mr. Wier. Motion carried.

It was moved by Mr. Wilson that time be allowed the bookmobile librarian to take library courses at the University of Georgia, arrangements to be left up to the Director. Motion seconded by Mrs. Dudley and carried.

Members Wilson, Milner, Dudley, Wier, Parry, Oldham, and Maret paid dues of \$1.00 each for membership in the Georgia Library Citizens Committee for the year 1965.

Meeting was adjourned.

*Ruth E. Mant
Secretary*